PORT OF DUNDEE LIMITED
Via e-mail

No 7 of 2015 **24th March 2015**

NOTICE TO MARINERS

FIRTH OF TAY

WASTE DECLARATION FACILITY - IPOS

Please be advised that from the 16th February 2015 all waste declarations for Forth Ports Facilities including the Port of Dundee will be required to be entered directly into the Forth Ports IPOS system.

Attached to this Notice is the IPOS User Manual with easy to follow instructions on the use of the facility. IPOS can be accessed as detailed in the attached manual.

Should you experience any technical issues please contact the Forth Ports I.T Team on 01324 668444.

I would like to remind all Master / Agents this process is Mandatory and failure to comply could lead to the MCA taking direct action against the vessel and/or vessels shipping agent.

Shaun Ward
Harbour Master
Port of Dundee

Port of Dundee
Notices in force:

11/2013;
12/2014; 16/2014; 17/2014;
1/2015; 5/2015; 6/2015; 7/2015

FORTH PORTS LIMITED

IPOS

User Manual

EU Waste Recording

Forth and Tay Navigation Service, Scottish Ports

CMC Limited

MARINE

Forth Ports Limited

Port Office
Central Dock Road
GRANGEMOUTH
FK3 8UE

This document has been prepared by members of the IPOS team, which is a part of the MIS Department in Forth Ports Limited.

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Any queries should be directed to: -

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Introduction

Forth Ports Limited has an approved Port Waste Management Plan as required by the Port Waste Reception Facilities Regulations 2003. Under provisions of the plan, returns are required to be made to the regulatory authorities by the port itemising the quantities of waste landed by visiting ships and carried onwards to other ports.

Previously ships, via their agents, were required to submit waste reports before each arrival and departure with the required information for the returns. These reports were sent to Forth Ports and the information was entered into IPOS.

The IPOS waste application enables the different categories of ship waste to be closely monitored and ships not complying with the reporting regulations to be identified.

From 12th January 2015 the above process will be altered so that agents will enter the necessary information directly into Forth Ports IT system, IPOS.

Waste reports should only be entered for those ports and terminals detailed in the individual Port Waste Management Plans published on the Forth Ports Website. Those Terminals/Berths that operate their own Waste Management Plans should continue to received your information in their required format

As outlined in the Forth Ports Limited Notice to Mariners 02 of 2015, this process is mandatory and failure to comply could lead to the Marine Coastguard Agency taking direct action against the vessel's shipping agent.

Introduction to IPOS

IPOS (Integrated Port Operating System) is one of Forth Ports main IT systems. It is designed to support the operational, invoicing and reporting requirements of the Port.

IPOS contains a number of modules, one of which is the Marine module which contains the Waste Recording functionality.

The Waste Recording screen is used to record the volumes of waste for vessels on arrival and upon departure.

IPOS uses standard Windows functionality with functionality accessed either by pointing and clicking with a mouse or via a keyboard using shortcut keys. It allows for multi windows and multi sessions.

Reports produced from IPOS are in the PDF format with the associated features.

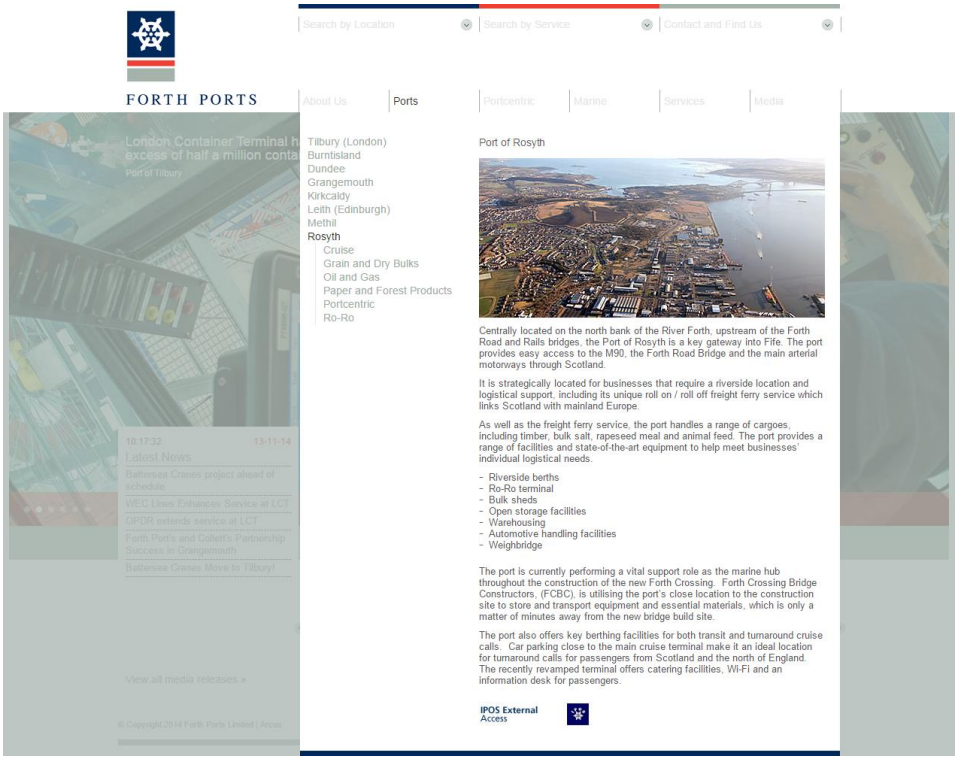
IPOS allows for remote customer access. Agents will be set as external users with a special security profile that restricts access to only cargo and transactions associated with that customer identifier.

Logging into IPOS

You can access IPOS via the web page below:

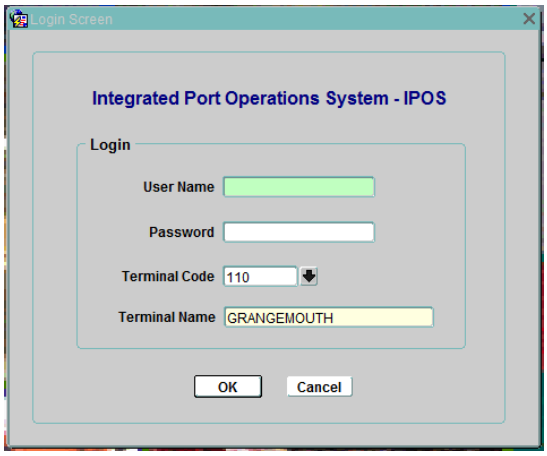
http://www.forthports.co.uk/ports/

access to IPOS is available from any of the pages relating to the Scottish Ports


FORTH PORTS
Search by Location
Search by Service
Contact and Find Us
About Us
Ports
Portcentric
Marine
Services
Media
Tilbury (London)
Burntisland
Dundee
Grangemouth
Kirkcaldy
Leith (Edinburgh)
Methil
Rosyth
Cruise
Grain and Dry Bulks
Oil and Gas
Paper and Forest Products
Portcentric
Ro-Ro
Port of Rosyth
Centrally located on the north bank of the River Forth, upstream of the Forth Road and Rails bridges, the Port of Rosyth is a key gateway into Fife. The port provides easy access to the M90, the Forth Road Bridge and the main arterial motorways through Scotland.
It is strategically located for businesses that require a riverside location and logistical support, including its unique roll on / roll off freight ferry service which links Scotland with mainland Europe.
As well as the freight ferry service, the port handles a range of cargoes, including timber, bulk salt, rapeseed meal and animal feed. The port provides a range of facilities and state-of-the-art equipment to help meet businesses' individual logistical needs.
- Riverside berths
- Ro-Ro terminal
- Bulk sheds
- Open storage facilities
- Warehousing
- Automotive handling facilities
- Weighbridge
The port is currently performing a vital support role as the marine hub throughout the construction of the new Forth Crossing. Forth Crossing Bridge Constructors, (FCBC), is utilising the port's close location to the construction site to store and transport equipment and essential materials, which is only a matter of minutes away from the new bridge build site.
The port also offers key berthing facilities for both transit and turnaround cruise calls. Car parking close to the main cruise terminal make it an ideal location for turnaround calls for passengers from Scotland and the north of England. The recently revamped terminal offers catering facilities, Wi-Fi and an information desk for passengers.
IPOS External Access

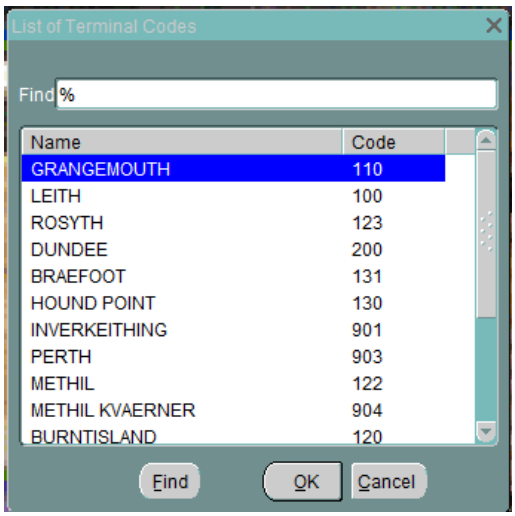
Click on the icon below:

The main IPOS screen will open, and the login window will be displayed: -



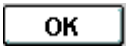
Enter you **User Name** and your **Password**.

You must access the terminal that the vessel is calling at in order to record the Waste Declaration for the vessel. In the **Terminal Code** field press **F9** or the button to access the lookup table



Select the required terminal from the list of options and press

to confirm

Click on the 

button or press the Enter / Return button.

The IPOS login page will be displayed: -

IPOS
Application Edit Documentation Container Planning Operations Control Centre Management Admin Masters Reports Help Window
I P O S Menu [DPLSHI][sipos][DUNDEE]
Re-Login
Change Password
Exit
Integrated Port Operations System
Record: 1/1
<OSC>

After logging in for the first time, the password should be changed. See the section 'Changing IPOS Password' for more instructions on this process

When the password has been changed, use the dropdown menus to navigate to the Waste Recording screens.

System Navigation - Waste Recording

To navigate to the Waste Recording screens from the main IPOS screen you should do the following:

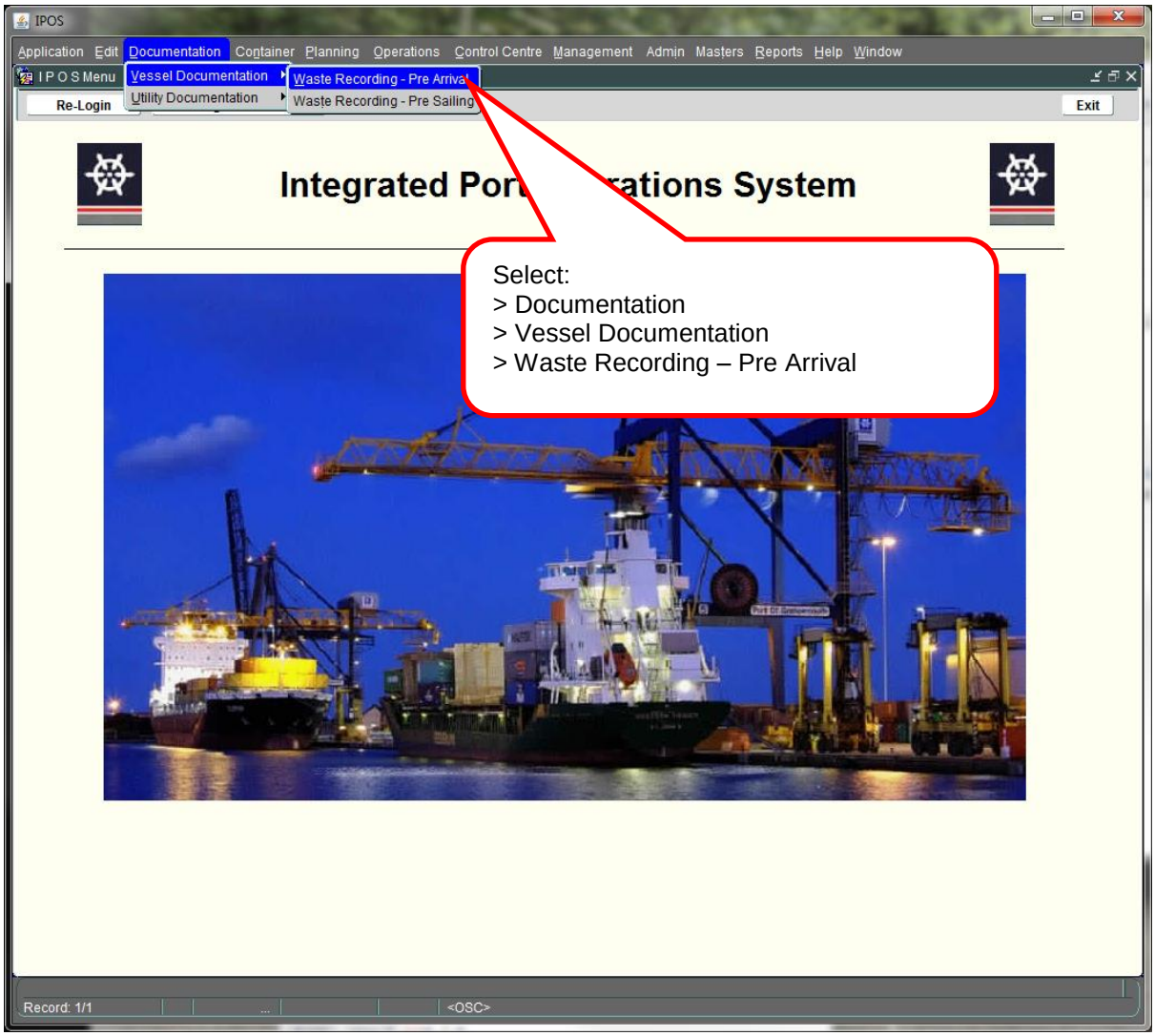
Click on:

> Documentation

> Vessel Documentation

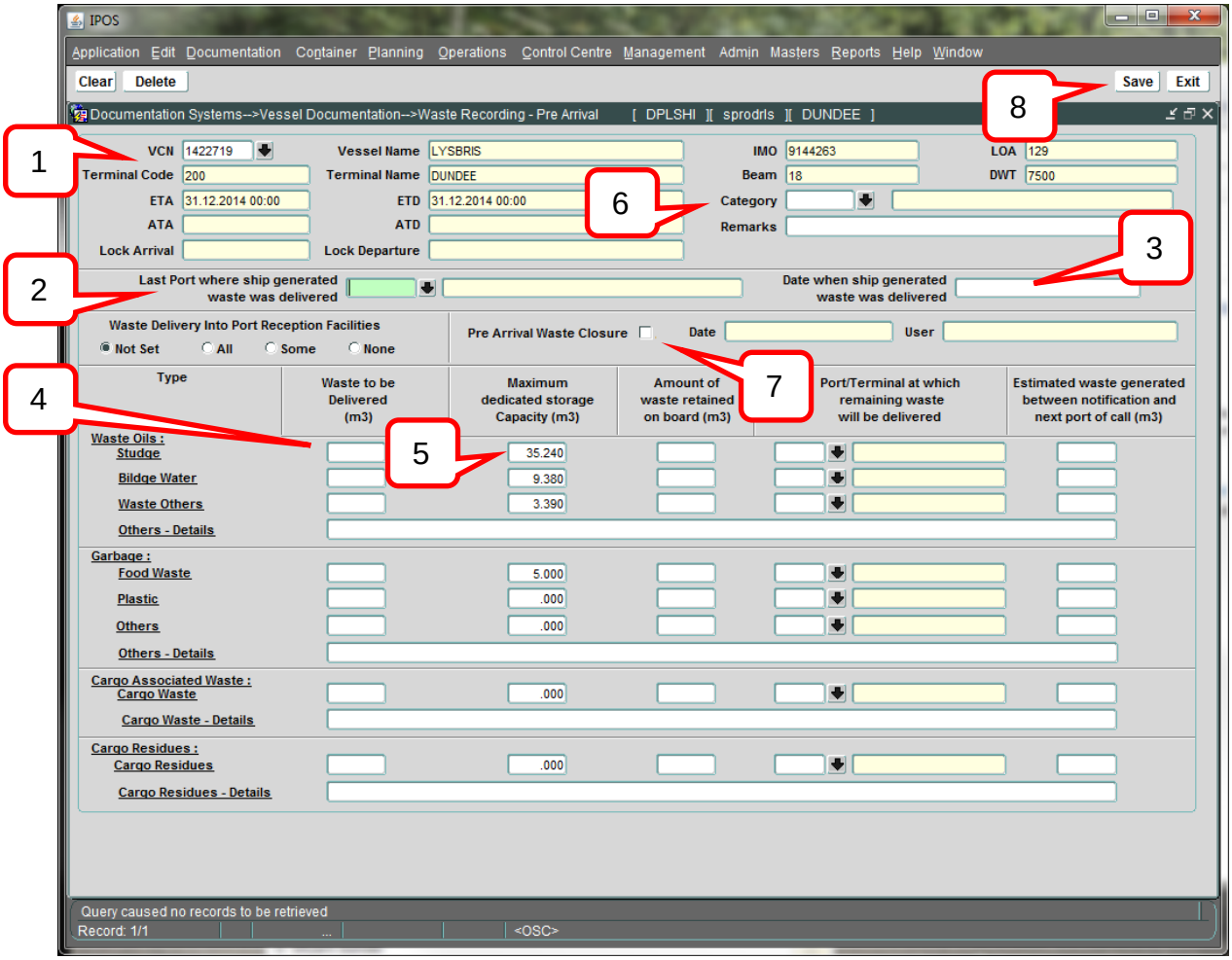
> Waste Recording – Pre Arrival; (Keyboard shortcut Alt+D+V+W) or

> Waste Recording – Pre Sailing. (Keyboard shortcut Alt+D+V+T)



Overview of Waste Recording – Pre Arrival

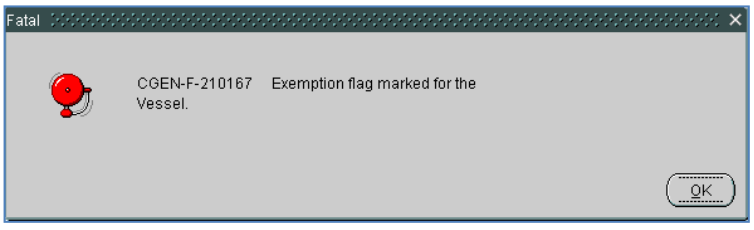
On clicking on Waste Recording – Pre Arrival you will see the screen below:



You will need to enter the following information:

1. In the **VCN** field, press the button or press **F9** to access a lookup table. Vessels displayed in the lookup table will be restricted to those linked to the Agent. If the voyage is not available in the lookup table, contact Forth and Tay Navigation Service to check that vessel has been allocated to the correct agent.

   If the vessel is exempt for waste recording the system will display the warning message below. The waste exemption flag is set by the Forth and Tay Navigation Service.



2. Enter the UNLOCODE of the last port where ship generated waste was delivered. Press the F9 key or the button to access the lookup table and select the port from the list. Alternatively, enter the UNLOCODE directly if known.

3. Enter the date when the ship generated waste was delivered to the port. *Note: If no date is entered this does not merit an incomplete data classification (step 6).*

4. In the **Waste to be Delivered** fields, enter the volumes of waste to be delivered during the vessels call at the terminal. Complete all boxes. Waste to be delivered is a compulsory column and has to be filled in. Where no waste is being delivered at the terminal, record a zero value (0).

5. If this is the vessel's first visit to a Forth Ports terminal then the **Maximum dedicated storage Capacity** will need to be populated. After the first call, all data will be held in the IPOS database and will not need to be recorded again, even if the vessel calls at a different terminal.

6. Choose the category that applies to the vessel from the following options: -

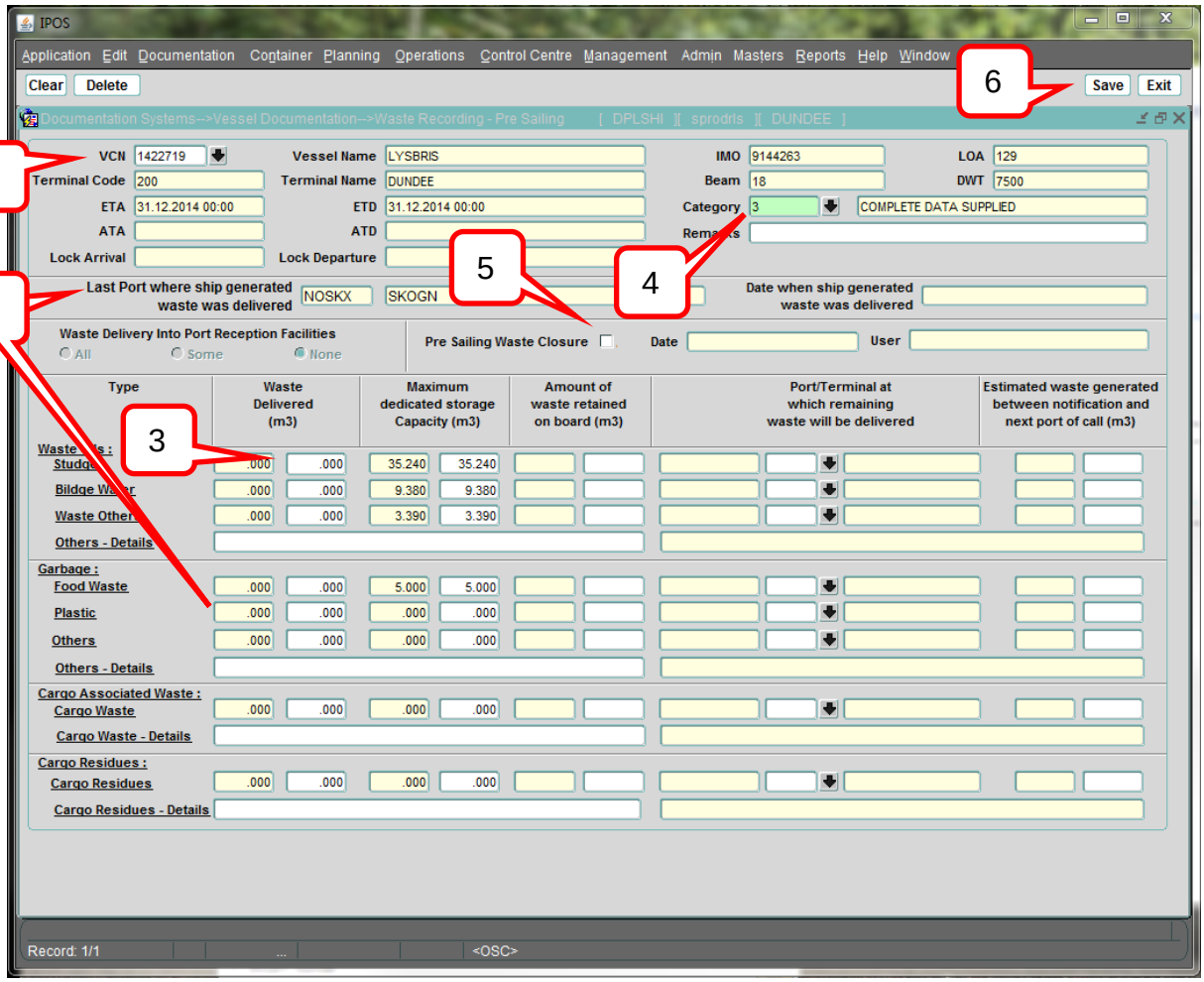
    1) No data supplied
    2) Incomplete data supplied
    3) Complete data supplied

7. Mark the **Pre Arrival Waste Closure** – the date and user name is automatically completed. Any voyage which does not have closure marked will appear on an exception report. If an amendment arrives the closure may be unmarked for updating.

8. Click on **Save**.

Overview of Waste Recording – Pre Sailing

On clicking on Waste Recording – Pre Sailing you will see the screen below:



1. In the **VCN** field, press the button or press **F9** to access a lookup table. Vessels displayed in the lookup table will be restricted to those linked to the Agent. If the voyage is not available in the lookup table, contact Forth and Tay Navigation Service to check that vessel has been allocated to the correct agent.

2. The details recorded in the **Waste Recording - Pre-Arrival** screen will be displayed

3. In the **Waste Delivered** and **Amount of Waste Retained on Board** columns, record the corresponding details. The Waste Delivered fields are pre-populated with the values recorded at the earlier stage, and can be modified as required.

4. The classification can be modified if required. Choose the category that applies to the vessel from the following options: -

    1) No data supplied
    2) Incomplete data supplied
    3) Complete data supplied

5. Mark the **Pre Sailing Waste Closure** – the date and user name fields are automatically completed. If further information needs to be added the closure may be unmarked for

updating. Any voyage, which does not have closure marked will appear on an exception report.

6. Click on **Save**.

Reports

Agents will have access to the Waste Exception report and the Waste Arrival Departure Report.

Waste Exception Report

The Waste Exception Report can be used to identify vessels where: -

- Waste Reports have not been submitted
- Waste Reports have been submitted but are not yet complete

The voyages displayed on the reports will be restricted to those that are associated with the user ID.

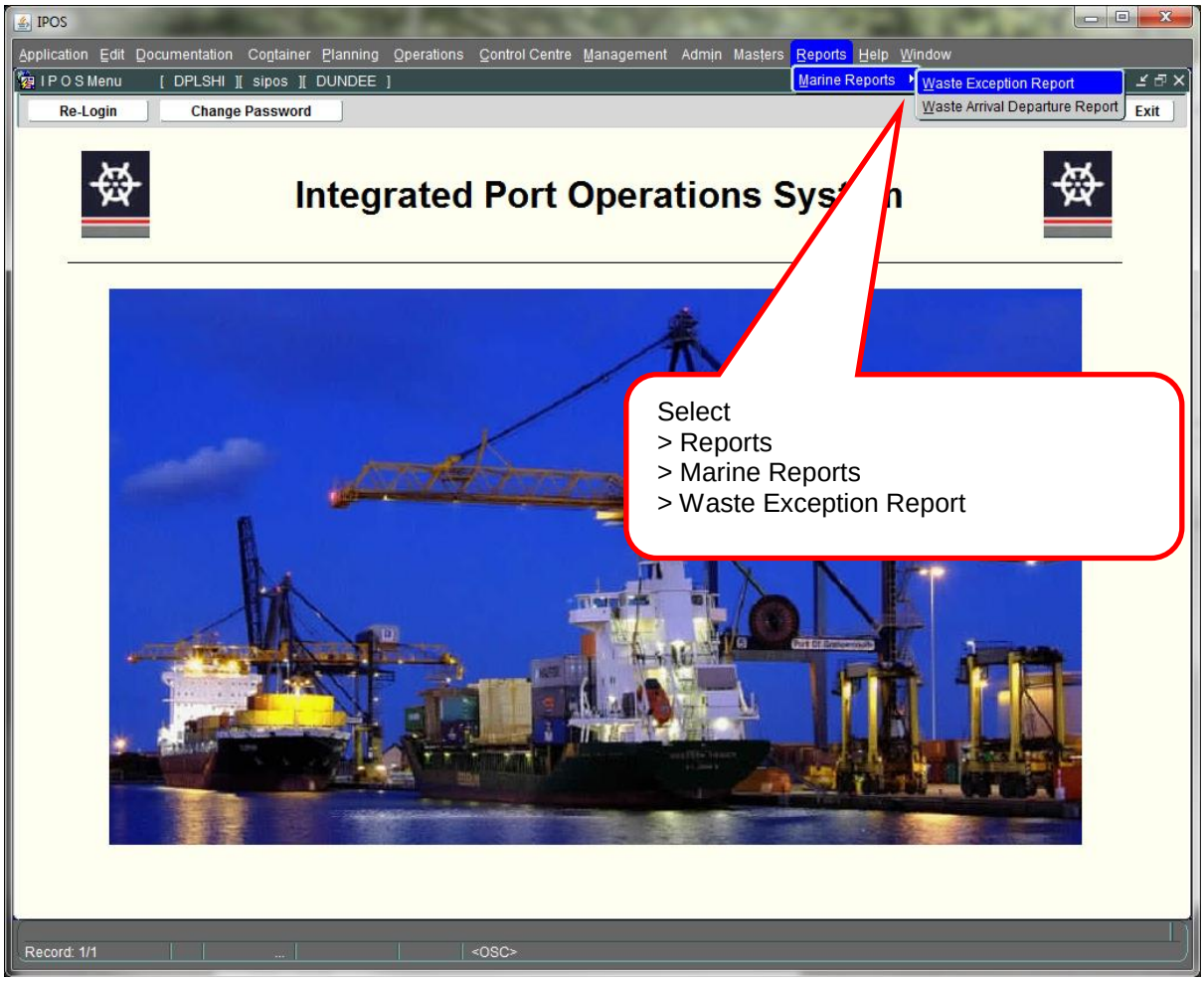
To navigate to the Waste Exception report from the main IPOS screen you should do the following:

Click on:

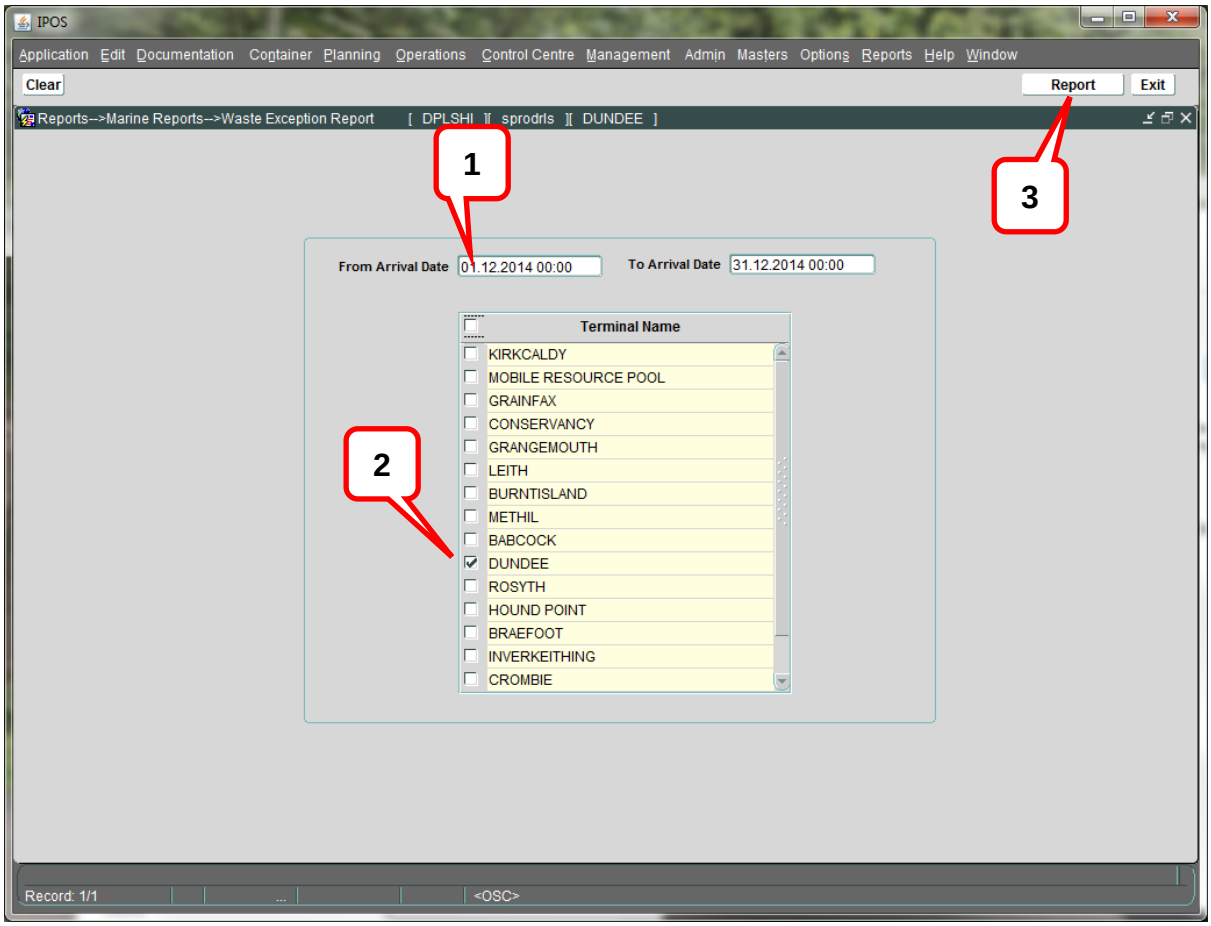
> Reports

> Marine Reports

> Waste Exception Report



The Waste Exception Report generation screen will open

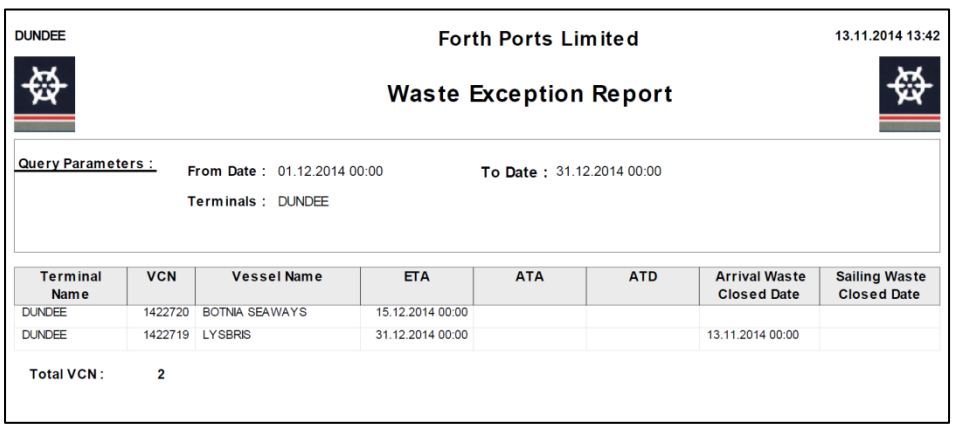


1. In the **From Arrival Date** and **To Arrival Date** fields, enter the date range for the report

2. The **Terminal Name** selection will default to the current terminal

3. Click on the button in the top right hand corner of the screen:

The completed report will open in a PDF format. The screenshot below demonstrates the report format: -



DUNDEE — Forth Ports Limited — 13.11.2014 13:42

Waste Exception Report

Query Parameters : From Date : 01.12.2014 00:00 To Date : 31.12.2014 00:00
Terminals : DUNDEE

Terminal Name	VCN	Vessel Name	ETA	ATA	ATD	Arrival Waste Closed Date	Sailing Waste Closed Date
DUNDEE	1422720	BOTNIA SEAWAYS	15.12.2014 00:00				
DUNDEE	1422719	LYSBRIS	31.12.2014 00:00			13.11.2014 00:00	

Total VCN : 2

Waste Arrival Departure Report

The Waste Arrival Departure Report summarises all reports in the given date range and indicates the status of each voyage report, showing: -

- Whether arrival and departure declarations have been made
- The status of each declaration

The voyages displayed on the reports will be restricted to those that are associated with the user ID.

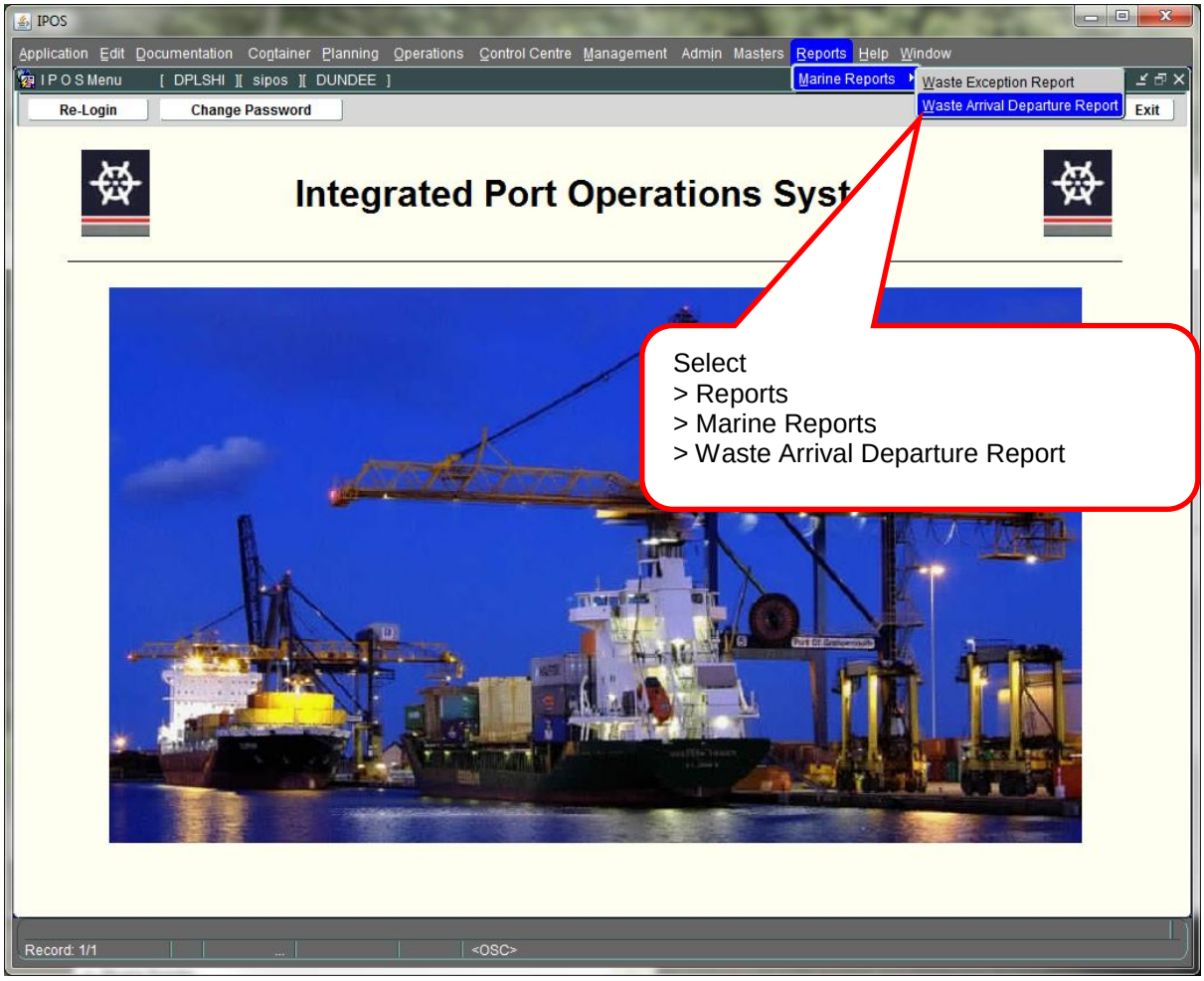
To produce the Waste Exception report, from the main IPOS screen you should do the following:

Click on:

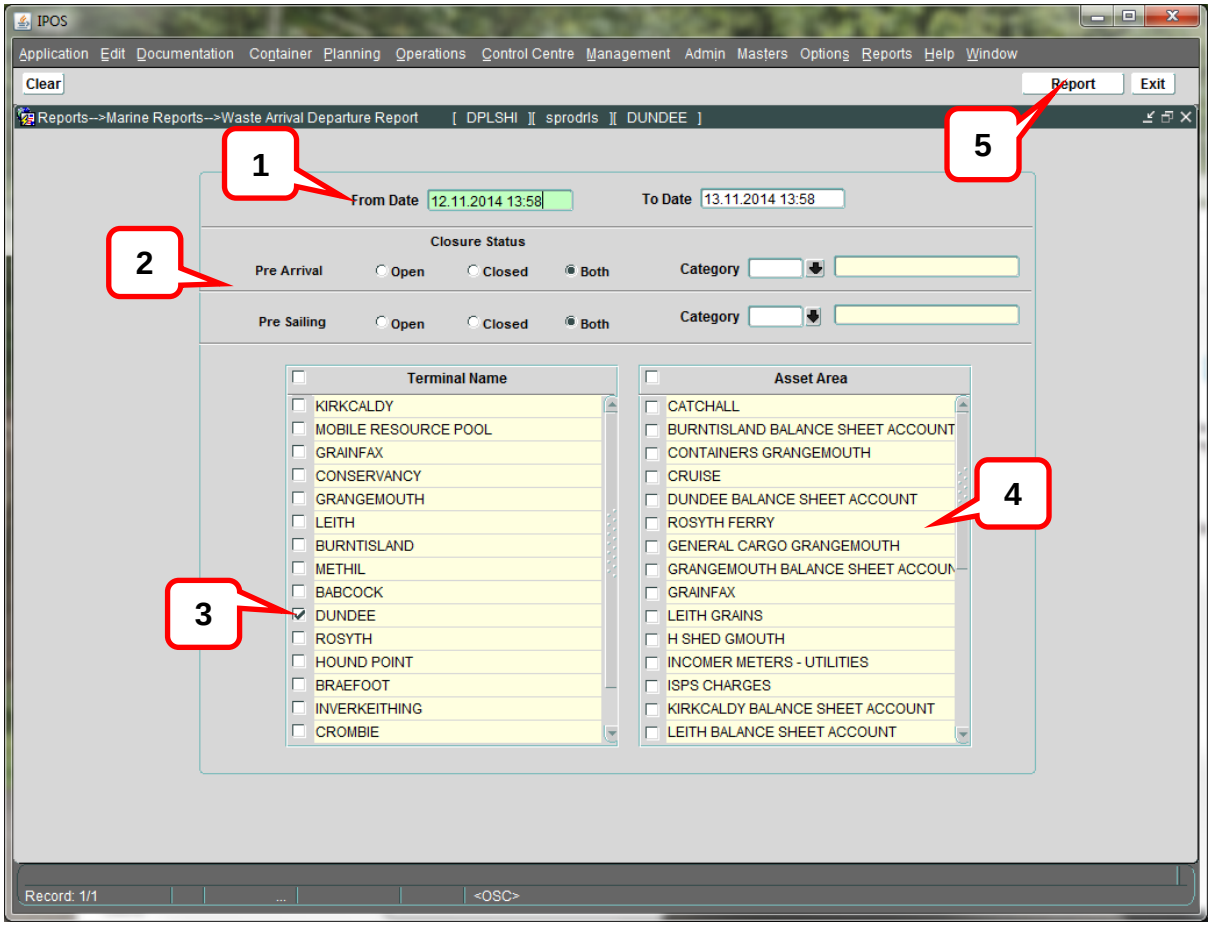
> Reports

> Marine Reports

> Waste Arrival Departure Report



The Waste Arrival Departure Report generation screen will open



1. In the **From Date** and **To Date** fields, enter the date range for the report

2. The report output can be filtered to only show voyages at specific Pre-Arrival and Pre-Sailing status. Use the radio buttons to specify the report output as required

3. The **Terminal Name** selection will default to the current terminal

4. There is no requirement to filter by Asset Area

5. Click on the button in the top right hand corner of the screen:

The completed report will open in a PDF format. The screenshot below demonstrates the report format. Note that only vessels that have arrived at the terminal will be displayed on this report. Pending voyages will not be displayed.

DUNDEE

Forth Ports Limited

13.11.2014 14:07

Arrival and Departure by Vessel - Waste Recording Report

Query Parameters : **Terminals :** **Asset :**

From Date : 01.11.2014 00:00

To Date : 31.12.2014 00:00

Terminal Name : DUNDEE **Asset Area :** CATCHALL

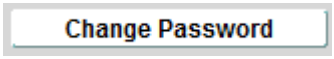
Vessel Name : LYSBRIS

Sr. No.	VCN	IMO	Arrival Date	Departure Date	Last Port	Next Port	Closure ?		Category	
							Arr	Dep	Arr	Dep
1	1422719	9144263	13.11.2014 06:00		SKOGN	HALDEN	Y	N	3	3

Vessel Total : 1

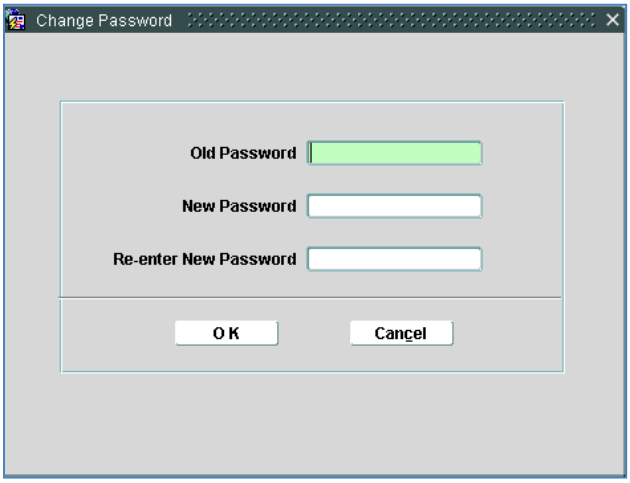
Terminal Total :	1	0
Grand Total :	1	0

Changing IPOS Password

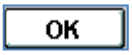
This is done by clicking on the 

button in the top left hand corner of the screen;

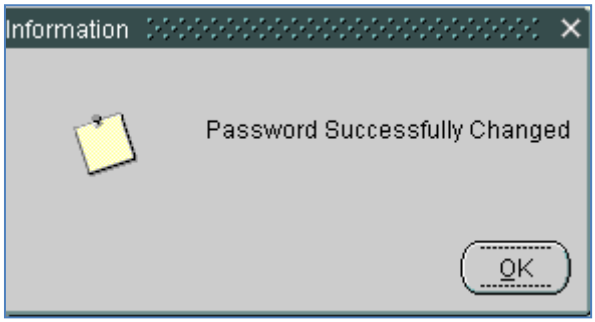
The **Change Password** window below will be displayed:



In the Old Password field, enter the current password. In the **New Password** and **Re-enter New Password** fields, enter the new password

Click on the 

button or press the Enter / Return key. The password change will be confirmed



Click on the

button or press the Enter / Return button.